



312 MacCorkle Avenue, SE ▪ Charleston, WV 25314
www.wvOASIS.gov

To: Human Resources Managers and Payroll Administrators

Date: March 31st, 2015

From: Todd Childers, Project Director, wvOASIS

Re: Wave 1 Human Resources, Payroll, and Time and Leave Management Transition Plan

FOR IMMEDIATE DISTRIBUTION TO ALL STATE EMPLOYEES

On behalf of the wvOASIS Project team, I am writing to confirm the changes that will impact your organization and its employees with the implementation of the wvOASIS Human Resources Management, Payroll, and Time and Leave Management applications of Phase D. Specifically, this letter addresses employees who are currently paid on a semimonthly basis converting to a biweekly payroll cycle starting on May 16, 2015, when employee time will be entered into the Kronos Time and Leave Management production application to generate payroll in the new wvOASIS system.

wvOASIS is approaching the implementation of Wave 1 departments in Phase D of the Human Resources, Payroll, and Time and Leave Management applications. The production kickoff of Wave 1 provides the State the opportunity that we have been working diligently on to improve our business processes and compliance with state and federal payroll requirements.

What does this mean for your employees? Beginning June 12, 2015, employees will be paid biweekly over 26 pay periods each calendar year, rather than the 24 pay periods that we have today. In 2015, employees will receive 25 paychecks due to the timing of the transition from semimonthly to biweekly pay. As a result, the amount in each check will be slightly less, but you will receive more paychecks annually which make up for the difference in each payment. In 2015, employees will receive 3 paychecks in October. All other months have 2 paychecks in 2015. This also means that you may depend on a payday every other Friday rather than varying paydays based on calendar fluctuations. Employees' annual salaries will not be reduced as a result of the conversion to biweekly pay.

Each 14-day pay period will begin on Saturday and end on Friday; paychecks will then be distributed 14 days after the close of the two week pay period accounting for all employees being paid in arrears. Pay days will be every other Friday, with some exceptions noted below in the Semimonthly to Biweekly Transition Schedule. Payment after time has been worked (arrears pay) is the most common pay practice among employers, and it supports full adherence to FLSA requirements and state payroll requirements. It also allows for more accurate accounting of pay records and payment of overtime.

We encourage you to share this communication with your employees so that they can take time now to consider how these cash flow changes will impact their bill-paying routine. For example, if you have a mortgage or car payment automatically paid from a checking account based on the current semimonthly pay schedule, employees may want to adjust the payment arrangement they have with their bank or credit union.

The State Auditor's Office has provided, through the auspices of West Virginia University Extension Service, lunch and learn workshops on financial planning and budgeting to prepare employees for the impact of this conversion from semimonthly pay to biweekly pay. These lunch and learn workshops are available upon request. Go to www.wvoasis.gov and click on the Smart Money Series link for more details.

Table A. lists the May through June Semimonthly to Biweekly Transition Pay Schedule.

Table A

Pay Dates Wave 1		Pay Period Covered
May 16 th	Go-Live for Wave 1 Time Entry into Kronos Production	May 16 th – 29 th
May 29 th	Last Full Semimonthly Pay from EPICS	May 1 st – May 16 th
June 12 th	First Biweekly Check from wvOASIS	May 16 th – 29 th
June 26 th	Second Biweekly Check from wvOASIS	May 30 th – June 12 th
1. Adjustments in EPICS will be made in this pay period to cover over or under payments to annualized salaries.		

EPICS 2015 Pay Period		PP begin	PP end	Pay Day	#Days	Salary: \$36,000 Gross Wages	PEIA \$ 1,600.00
January	1	12/17/2014	12/31/2014	1/16/2015	15	\$ 1,500.00	\$ 66.67
	2	1/1/15	1/16/15	1/30/15	16	\$ 1,500.00	\$ 66.67
February	3	1/17/15	1/31/15	2/13/15	15	\$ 1,500.00	\$ 66.67
	4	2/1/15	2/14/15	2/27/15	14	\$ 1,500.00	\$ 66.67
March	5	2/15/15	2/28/15	3/16/15	14	\$ 1,500.00	\$ 66.67
	6	3/1/15	3/16/15	3/31/15	16	\$ 1,500.00	\$ 66.67
April	7	3/17/15	3/31/15	4/15/15	15	\$ 1,500.00	\$ 66.67
	8	4/1/15	4/15/15	4/30/15	15	\$ 1,500.00	\$ 66.67
May	9	4/16/15	4/30/15	5/15/15	15	\$ 1,500.00	\$ 66.67
	10	5/1/15	5/15/15	5/29/15	15	\$ 1,500.00	\$ 66.67
Contingency		5/16/15	5/31/15	6/15/15			
wvOASIS 2015 Pay Period		PP begin	PP end	Pay Day	#Days		
June	11	5/16/15	5/29/15	6/12/15	14	\$ 1,384.62	\$ 66.67
	12	5/30/15	6/12/15	6/26/15	14	\$ 1,384.62	\$ 66.67
July	13	6/13/15	6/26/15	7/10/15	14	\$ 1,384.62	\$ 61.54
	14	6/27/15	7/10/15	7/24/15	14	\$ 1,384.62	\$ 61.54
August	15	7/11/15	7/24/15	8/7/15	14	\$ 1,384.62	\$ 61.54
	16	7/25/15	8/7/15	8/21/15	14	\$ 1,384.62	\$ 61.54
September	17	8/8/15	8/21/15	9/4/15	14	\$ 1,384.62	\$ 61.54
	18	8/22/15	9/4/15	9/18/15	14	\$ 1,384.62	\$ 61.54
October	19	9/5/15	9/18/15	10/2/15	14	\$ 1,384.62	\$ 61.54
	20	9/19/15	10/2/15	10/16/15	14	\$ 1,384.62	\$ 61.54
November	21	10/3/15	10/16/15	10/30/15	14	\$ 1,384.62	\$ 61.54
	22	10/17/15	10/30/15	11/13/15	14	\$ 1,384.62	\$ 61.54
December	23	10/31/15	11/13/15	11/27/15	14	\$ 1,384.62	\$ 61.54
	24	11/14/15	11/27/15	12/11/15	14	\$ 1,384.62	\$ 61.54
	25	11/28/15	12/11/15	12/25/15	14	\$ 1,384.62	\$ 61.54
					360	\$ 35,769.23	

Employees are encouraged to also review the FAQ for Biweekly Pay found on the wvOASIS.gov website for additional information on the conversion from semimonthly pay to biweekly. In addition, a biweekly pay calculator is available to all employees on myApps to estimate the amount of their new biweekly paycheck.

In preparation for this event, end user training (EUT) registration will open in CourseMill on April 6th. Delivery of EUT courses will commence on April 20th. Further details surrounding the schedule of courses, the types of learning materials that will be available, and the registration process will be forthcoming. We strongly recommend that you plan now for a training schedule lasting from April 20th through May 15th, when scheduling any out of office time for your end users.